



CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT
(Within the municipal boundaries of the City of Powell)

- _____ City of Powell Commercial/Industrial Zoning Certificate Application **1 copy**

- _____ City of Powell Commercial Building Permit Application **1 copy**

- _____ Commercial Building Permit Plan Review Fees - Payable to the City of Powell
Plan review fees are required to be paid at time of application.
 - New Buildings / Addition \$ 300.00 plus 0.15 per sq.ft.
 - Alteration / Tenant Space \$ 200.00 plus 0.15 per sq.ft.
 - Decks / Accessory Structures \$ 75.00 plus 0.06 per sq.ft.
 - New or Co-Location Cell Tower \$ 300.00 plus 0.06 per sq.ft.**ADD 3% FOR STATE OF OHIO SURCHARGE TO THE TOTAL ABOVE**

- Building permit fees will be calculated during the plan review process and you will be notified of the amount due when your permit is ready to be picked up. The fee schedule is available at our web site www.cityofpowell.us. No permit or plans will be released without payment of fees. Your plans will be reviewed under the 2011 Ohio Building Code - OBC (with updates) and will take approximately four weeks. Our office will notify the applicant when the plan review results are available.

- Re-plan review fees are calculated at \$100.00 per hour plus State of Ohio Surcharge of 3%

- _____ Property Site Plan (new buildings or exterior changes only) **4 Copies**

- _____ Building Plans **4 Copies**
 Distribution -Job site, Building Dept., Owner & Fire Dept.

- _____ Building Plans (new buildings only) **1 Copy on CD-ROM**
 For the Liberty Twp. Fire Dept. master plan for fire fighters **Medium**

- _____ Supporting Documentation **3 Copies**
i.e. Ventilation hood literature, Mechanical equipment literature,
 Fire suppression system, Truss drawings (design professional seal required),
 Energy compliance information etc.

- _____ Plumbing, HVAC, Electric, Fuel Gas Line and Fire Protection applications must be pulled by a state licensed contractor registered with the City of Powell.

- _____ Contractor Registration, State Licensing Requirements
 All contractors who work on commercial projects within the City of Powell must be registered. Commercial HVAC, electric, plumbing, fire protection and hydronic contractors will need to provide proof of State License when submitting for Contractor Registration.

- _____ Subcontractor Disclosure form must be submitted to our office and verified that all are registered before the permit can be released.

All signage will require a separate permit. Please go to our website at www.cityofpowell.us for a sign application and submittal requirements.

SUBMIT APPLICATION TO:

City of Powell Building Department
47 Hall Street
Powell, OH 43065

Office: (614) 885-5380
Fax: (614) 885-5339

PERMIT INFORMATION:

Permit Coordinator:	Maureen Brady.....	(614) 885-5380 x 1011
Schedule Inspections:	Inspection Line (614) 802-1200 or website cityofpowell.us	
CBO:	Doug Wenzel.....	(614) 885-5380 x 1015
Department Assistant:	Crystal Stair.....	(614) 885-5380 x1012
Inspectors:	Kevin Moran.....	(614) 885-5380 x 1013
	Kevin Wilson.....	(614) 885-5380 x 1014
	Doug Wenzel.....	(614) 885-5380 x 1015
Liberty Twp. Fire Dept.:	Lt. Tom Saunders/Lt. Tim Jensen.....	(740) 938-2027
City of Powell Zoning/Development:	David Betz.....	(614) 885-5380 x 1033
City of Powell Engineering:	Chris Huber.....	(614) 885-5380 x 1043

Visit our web site at www.cityofpowell.us for information, fee schedule, scheduling inspections and applications